

Job Description: MEDICAL SECRETARY II / MEDICAL ASSISTANT
(HEALTH DEPARTMENT / WELLNESS CENTER)

CLASS NO. 2707

EEOC CATEGORY: Office and Clerical

PAY GROUP: 15

FLSA: Nonexempt

SUMMARY OF POSITION

Provides clerical and administrative support services to the County Health Department and Wellness Center, including maintaining accurate patient records and immunization records, assisting the nurse as required, and performing clerical duties such as bookkeeping, filing, composing and typing reports, letters, and other correspondence. Maintain Wellness Center patient charts. Also provides medical assistant clinical duties that include direct patient care including rooming patients, vital signs, immunizations, injections, phlebotomy, and patient care as directed by the Physician and Nurse Practitioner.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Nurse Practitioner
2. Directs: This is a non-supervisory position.
3. Other: Has frequent contact with patients, other departmental employees, the general public

EXAMPLES OF WORK

Essential Duties*

Maintains accurate immunization records, including opening records on new patients, updating old records, maintaining immunization schedules, and notifying patients whose children are delinquent in immunizations;

Maintains and updates patient files; make patient charts; input patient data in Amazing Charts.

Pull patient charts and get ready for nurse;

Schedules patient appointments; reschedule appointments; cancel appointments; schedule follow-up appointments.

Maintains Employee Wellness patient charts with current information;

Assists with inventory of immunizations, and receives vaccines from state;

*For the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
Created and Approved CC 7/22/2014

CLASS NO. 2707 (Continued)

Performs receptionist duties, including greeting the public, scheduling appointments; answering the telephone, taking messages, referring callers and visitors to appropriate personnel, and providing information;

Operates typewriter, computer, copier, calculator, fax machine, and other office machines;

Performs clerical duties, including typing reports, letters, and other correspondence, maintaining and updating files, and performing bookkeeping duties health programs;

Accepts payments, issues receipts, and deposits monies received for immunizations and other services performed;

Prepares and issues Indigent vouchers;

General filing; Maintain daily data;

Sort out incoming mail and interoffice mail;

Assists with inventory and orders office and medical supplies as needed;

Purges files annually to the Texas Department of Health Record Retention Policy;

Assists with PHEP

Clinical Care: Provide care to patients to promote and/or improve their overall health.

Rooming patients including preparing exam rooms, taking history and vital signs.

Phlebotomy – coordinating and obtaining specimens from patients for diagnostic testing as ordered by the Medical Provider, including but not limited to venipuncture, finger stick, and urinalysis.

Having a basic knowledge of diagnosis codes and CPT codes.

Assisting Medical Providers with physical exams and minor surgeries as needed.

Maintain clean, safe, well stocked exam rooms for patient care.

Follow up care on patients including labs, refills, and referrals under the direction of the Medical Providers.

Documenting and maintaining accurate medical records.

Collaborate with Medical Providers, and other health care providers to ensure continuity, timeliness, and appropriateness of health care to patients.

Provide emergency first aid care when necessary.

CLASS NO. 2707 (Continued)

Administer medications as ordered, including injectable and oral medications, under the direct supervision of the Medical Providers.

Prepare various reports to provide information to others that will facilitate improvement in continuity of patient care.

Uses standard precautions including personal protective equipment for anticipated contact with blood or other potentially infectious materials.

Administering immunizations to children and adults per State mandated guidelines.

Entering immunization records into Twices and Immtrac on current and new clients, and notifying clients when child is due for immunizations.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: bookkeeping and clerical procedures, immunization schedules, and Texas Department of Health records retention policies. Must understand the patient care process, be familiar with emergency protocol and procedures, pharmacology, and safety issues.

Skill/Ability to: deal with patients in a non-judgmental and empathetic manner; demonstrate proficiency in both oral and written communication; understand and follow written and oral instructions; perform basic mathematical calculations; operate modern office equipment, including typewriter, calculator, copier, fax machine, and computer using standard word processing software; maintain complete accurate records as required; establish and maintain effective working relationships with patients, departmental employees, and the general public.

ACCEPTABLE TRAINING AND EXPERIENCE

High school diploma, or its equivalent, plus at least two year of related clerical experience;

Graduate of accredited Medical Assistant School, with one year of related Medical Assistant experience preferred.

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Preferred one year medical front office experience.

CERTIFICATES AND LICENSES REQUIRED

Must possess a valid Texas Driver's license.